

30 June 1975

CAREER MANAGEMENT OFFICE, OFFICE OF PERSONNEL  
RECORDS DESTROYED DURING 1973

Soft Files -- These files contain copies of personnel actions, biographic profiles, training requests, fitness reports, etc. Destroyed upon separation of employee or forwarded to gaining Career Service.

CMO Chrono -- Copies of memos relating to career development, etc. of MP Careerists. Destroyed when two years old or no longer needed.

Training Chrono -- Copies of memos relating to internal and external training requirements and requests and/or nominations for MP Careerists. Destroy when two years old or no longer needed.

Biographic Profiles and extra copies of materials used for promotion and ranking by the Board and Panels. Destroy when no longer needed for current reference.

Machine Listings -- Date of grade, contract information, fitness report rosters, etc. Destroy when no longer valid.

JUN 1975

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Memorandum For The Record:

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Items assumed to be destroyed under the OP/Admin Officer's Jurisdiction in CY73 are:

Logistics and related files-correspondence and memoranda relating to parking, maintenance, construction, space allocation equipment, supply & requisitions, fund drive materials, and other matters of a routine administrative nature - CY71 and older destroyed

Budget files- copies of operating budgets, program calls, narrative and statistical statements of requirements and related work papers used in preparation on OP's budget including reports from OP offices - FY71 and older destroyed

Copies of overseas medical claims, recruiter travel orders and vouchers, as well as travel orders and cancellations concerning invitee travel - FY71 and older destroyed

Machine listings of financial transactions - FY71 and older destroyed

Property records of field recruiters - Destroyed any recruiters who cleared and separated during FY73

Imprest fund records - FY72 and older destroyed

Obligations status reports, on duty strength reports, budget expense reports, summary reports, OP annual reports, and trend reports, FY71 and older destroyed

Property accountability cards- destroyed for any property disposed of during CY73

Budget reference and working files relating to Financial Instructions, Financial Handbook, Logistics Handbook, Obligation Reference Numbers, and property directory - Any not needed were destroyed

Reference Materials - Agency regulatory issuances, OPM's, tables of organizations and other machine listings would have been destroyed when obsolete or no longer needed.

STATINTL

Administrative Officer  
Office of Personnel

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